



P.O. Box 22/3
Raceland, LA 70394
LafourcheRopingClub@gmail.com
LafourcheRopingClub1@gmail.com
LafourcheRopingClub.com

Event Proposal

This form will help provide detailed information of the proposed event thus enabling the Board and/or General Membership to review the proposed event for approval. Any event that inherits potential liability to the club, involves money in any way, or the use of any club resources (arena, equipment, etc.) must be approved by the LRC Board and/or General Membership. For fundraisers, details of the fundraiser must be submitted as backup for the deposit. The Treasurer's files must include sufficient information to support the revenue for the yearend audit.

1. GENERAL INFORMATION:

Name of Event: _____

Event Description / Purpose / Intent: _____

How does this event support the LRC Mission? _____

Benefactors (who does this event benefit): _____

Event Chair (Primary Point of Contact (POC)) & Contact Information: _____

Additional POCs & Contact Information: _____

Partnering Group(s) / Committees: _____

Event Date(s): _____

Make-Up Date(s) (Inclement Weather, etc): _____



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2. ADDITIONAL INFORMATION:

Is this event open to the public? YES NO

Do you expect outside spectators? YES NO

Is participation open to club members? YES NO

Do you expect non-club member participants? YES NO

Will this event potentially recruit new members? YES NO

If yes, provide details (how): _____

Have you coordinated or do you anticipate any media coverage? YES NO

How many participants are expected? _____

Are participants all LRC members? _____

Requirements for Participation: _____

Whose rules/sanctioning do you intend to use/follow? _____

Have you made sanctioning arrangements? _____

Who will serve as the "official" for this event? _____

List of Activities/Classes/Events: _____

NOTES: _____



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3. BUDGETING:

Have you coordinated with the Club Treasurer? **YES** **NO**

(+) INCOME (EVENT PARTICIPANT FEES)

(-) COST *even if recovered @ event

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PROJECTED INCOME: _____

TOTAL PROJECTED COST: _____

PROJECTED NET (+) or COST (-): _____



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EVENT NOTES

Before the Event:

- All Club Sponsored events must be approved by the LRC Board and/or General Membership.
- Cash Box / Start-Up information must be provided to the Treasurer at least one week before an event. Cash boxes can be available for use with cash each in them. Please coordinate with the Treasurer.
- Cash / Start-Up funds are provided prior to the event only after the event is approved.
- Concessions Start-up must be pre-approved with a concessions plan. The Treasurer will provide you with Concessions Start-Up funds prior to the event when the event and concessions plan are approved.

At Event:

- All cash/funds transacted in conjunction with an approved event must be documented/recorded by anyone representing the Club.
- Members signing for funds and collecting funds, along with the primary POC of any event are responsible for all monies and must ensure that the monies are secured at all times. Never leave the money unattended!
- All cash/funds received by anyone representing LRC must be accounted for using LRC forms/vouchers.
- Monies collected must be accounted for and include:
 - Participants (by name)
 - Itemized amounts received (fees)
 - Itemized amount paid out (name and class or placing)
 - Each transaction will be recorded and turned in with a "Deposit Voucher" form which may be obtained from the Treasurer.
- Forms / vouchers must have two signatures; event representative (POC) and an LRC appointed representative.

At End of Event, All Money Must Be Processed As Follows:

- All funds received (cash and checks) must be counted by two people, one event POC and an appointed LRC Representative or Officer.
- Please separate currency by denomination and fill in amounts on the "Deposit Voucher" form which can be obtained from the Treasurer. Log checks and the value of each on the "Deposit Voucher" form.
- The "Deposit Voucher" form (signed by Event POC and LRC Representative), along with all money, checks, and event documents must be delivered to the Treasurer within 24 hours.



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PROPOSAL RESOURCE CHECKLIST

This checklist list identifies resources requested from the LRC in support of a proposed event. This form should accompany a proposal request to identify requested LRC resources needed on the date(s) of requested event(s).

Check the items requested. If multiple items are needed add the number needed in the notes. If required resources are not listed, add/write the resources needed **and projected cost**, if any, in the last block of this checklist. Explain the use of each requested resource in the note(s).

LRC Owned Resources / Assets

Asset(s)	Note(s)
_____ Arena	_____
_____ Bucking Chutes	_____
_____ Roping Boxes	_____
_____ Livestock Pens	_____
_____ Livestock Panels	_____
_____ Barrels	_____
_____ Poles	_____
_____ Tractor	_____
_____ Tractor Driver	*Must be an approved LRC driver _____
_____ Announcer Stand	_____
_____ Sound System	_____
_____ Computer / Software	_____
_____ Printer / Paper	_____
_____ Timers	_____
_____ Concessions Stand	_____
_____ Refrigerator(s)	_____
_____ Freezer(s)	_____
_____ Food Warmer(s)	_____
_____ Ice Chests	_____
_____ Deep Fryers	_____
_____ Grill	_____
_____ Signs	_____



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Personnel Assistance

<u>Positions:</u>	<u>Note(s):</u>
_____ Announcer	_____
_____ Secretary	_____
_____ Bookkeeper	_____
_____ Official Timer	_____
_____ Flagger	_____
_____ Official Judge(s)	*describe the judging required _____
_____ Arena Director	_____
_____ Arena / Pen Help	_____
_____ Concessionaire(s)	_____
_____ Parking Assist	_____

External Resources - Coordinated / Contracted

<u>Asset(s)</u>	<u>Note(s)</u>
_____ Insurance	*Required _____
_____ Awards (Buckles/Plaques/Ribbons)	*Requires purchase by LRC – include estimates and vendor information _____ _____
_____ Livestock (*requires contract)	_____
_____ Ambulance	_____
_____ Security	_____
_____ Advertising	LRC Facebook page / Flyers / Radio _____ _____

Other Resources (include quantity, cost, and sources/vendors):

